

# ADVISOR, TEAM GEAR UP

*NOTE: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.*

*GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is a U.S. Department of Education program designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education.*

**PURPOSE:** Under the supervision of the Program Coordinator, GEAR UP, the Advisor, Team GEAR UP provides support to the GEAR UP initiative at the school level for Milwaukee Public Schools (MPS).

## **ESSENTIAL FUNCTIONS:**

- Provides day-to-day oversight of GEAR UP program implementation at the school level.
- Supports community partner activities focused on improving student achievement, preparing students for college, and increasing family awareness of college application and enrollment processes and financial options.
- Provides support to the program coordinator and director.
- Produces and disseminates materials and/or information for staff development, workshops for parents, and activities for students promoting greater academic achievement, college readiness, and understanding of college application processes and financial aid options.
- Works with principals, school staff, parents, students, and community representatives (grant partners) to ensure effective implementation of GEAR UP programs and services.
- Attends GEAR UP meetings, including meeting with school principals and school team members to assist in the identification of school needs.
- Works with community agencies to align appropriate services at selected GEAR UP school sites.
- Facilitates meetings with targeted schools to ensure that GEAR UP programs and services are effectively implemented and that supplies and materials are properly disseminated. Plans activities and events and solves any problems that arise.
- Works to imbed the GEAR UP initiative of rigorous college preparation coursework within school programming to extend beyond the six-year grant funding cycle.
- Maintains complete, accurate records and data regarding services provided, such as schedules, meeting agendas, program participation, and materials used.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

## **CONDITIONS OF EMPLOYMENT:**

- The Advisor, Team GEAR UP must be willing and able to work beyond standard business hours on occasion.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

## **MINIMUM REQUIREMENTS:**

1. Bachelor's Degree in education, social services, psychology, or a related field from an accredited college or university. **NOTE:** College transcripts are required and should either be attached to the application or sent via email to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov), or sent to Box A-TGU, Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202. Student copies are acceptable.  
*Equivalent combinations of education and experience may be considered.*
2. Valid driver's license and the availability of a properly insured vehicle for use on the job (travel reimbursement provided) at time of appointment and throughout employment.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

## **DESIRABLE QUALIFICATIONS:**

- Experience working with economically disadvantaged students or children with special needs in an urban environment, particularly in an urban school setting.
- Experience with pre-college programs, school counseling, or in college admissions.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of contemporary educational theories and practices.
- Knowledge of college entrance processes and success factors, and ability to counsel students to be prepared to gain entry into college, thrive, and graduate.
- Knowledge of and sensitivity to the needs of economically disadvantaged students from diverse backgrounds in a large urban school system.
- Oral communication, presentation, and outreach skills.
- Written communication skills.
- Interpersonal, listening, and customer service skills.
- Ability to coordinate and facilitate meetings among varied groups to work toward a common goal.
- Ability to plan, organize, and accomplish work; ability to manage multiple assignments simultaneously.
- Analytical and problem-solving skills.
- Judgment and decision-making skills.
- Skill in using word processing and spreadsheet programs.
- Ability to prepare reports and maintain accurate records.
- Ability to maintain confidentiality.

**CURRENT PAY SCHEDULE (K1) IS:** \$34,911-\$46,519 annually with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **March 23, 2012**. *Receipt of applications may be discontinued at any time after this date without prior notice; however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time, and place of the examination.*

**APPLICATIONS** and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E. Wells St, Room 706, Milwaukee WI 53202-3554, by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling 414-286-3751.